

# **FRIENDS OF THE BARABOO PUBLIC LIBRARY ADVOCACY, FUNDRAISING, VOLUNTEERISM**

BOARD MEETING MINUTES  
Tuesday, April 2, 2019 - 5:30 pm  
West Square Building, room B-30

**I. Call to order-** Meeting was called to order at 5:34 p.m. by Board President Sara Roltgen with Pat Shear as Recording Secretary. Others attending were Maria Kopecky, Jessica Bergin and Luisa Ramos Romero. Absent were Anne Horjus and Jennifer Watts.

**II. Review of agenda-**No additions or changes.

**III. Minutes of March 12, 2019 Meeting-**Motion to approve the minutes as written made by Maria Kopecky and seconded by Jessica Bergin. Motion passed.

**IV. Treasurer's report-**March report was not yet ready. Maria Kopecky will email it when it is available.

**V. Correspondence-**Two donations were received in memory of a Friends member. Thank you notes were sent to the donors as well as a note to his wife informing her of the gifts. Jessica noted that Jennifer Watts has resigned from the library board. We will need to find a new liaison for the Friends board. Maria Kopecky announced that she will be moving out of the area in June and will be resigning as the Friends' treasurer.

## **VI. Standing Committee reports**

**A. Director's Report-**The library board selected 'The Downtown' design for the library expansion. The architects are finetuning the design. Work will progress to purchase some land from the Methodist Church. The library board public relations team is working on ideas to promote the expansion. There will be a presentation at the city council meeting on May 28<sup>th</sup>. We will work to promote attendance at the meeting. The first discussion for the Baraboo Reads project has been held. The next talk is at the library on April 9<sup>th</sup>. The book has been well received with most of the 200 copies in circulation.

## **VII. Special Committee reports**

**A. Book Sale-**Posters have been distributed and signup sheets are at the library desk. We will create an online signup sheet for volunteers and notify members through email. Pat Shear will ask Penny Johnson to recruit teens to help with set up.

**B. Books for Newborns-**Pat Shear dropped off 15 books in March. We are currently waiting for new library brochures to add to the book bundles.

**C. Music with Friends-**There is one more event on Thursday April 11<sup>th</sup>. The events have been well received this year.

## **VIII. Unfinished Business**

### **A. Membership strategies**

**1. Brochure content-**Discussion on what to include in a tri-fold brochure, such as, Friends' purpose, activities, volunteer opportunities and a membership form. We hope to place these at the Chamber of Commerce and in books on the sale cart, as well as display at the library.

**2. Outreach/listening to members-**Discussion on how best to reach out to the general public for input. We will do a mid-year newsletter in July followed by a survey both online and by paper copy.

**B. National Library Week, April 8-12-**Bouquets for both checkout desks will be delivered on Monday by Jennifer Fox. Jessica Bergin motioned and Luisa Ramos Romero seconded purchasing a bagel tray with cream cheeses and juices for the library staff. Motion passed. Sara Roltgen will pick up the food.

**IX. New Business**

**A. Postpone May meeting until after book sale-**We will hold the meeting after the book sale.

**B. Spring thaw trash clean-up-**Sara Roltgen will reach out to one of the Master Gardeners to inquire about care of the rain garden and planters. We will send out a Facebook post asking for volunteers to help clean around the library at their convenience.

**C. Approval of disbursement requests-**

\$200.00 Wilder Deitz - Music With Friends (signed previously)

\$15.99 Pat Shear – Cookies for Music With Friends event

**X. Next meeting: May 14<sup>th</sup> 5:30 pm Location TBA**

**XI. Adjournment-**Motion to adjourn at 6:25 pm made by Pat Shear, seconded by Maria Kopecky. Motion passed.

Pat Shear, Meeting Minutes Recorder  
Submitted April 2, 2019

Approved May 14, 2019